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Idaho
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DATE: August 1, 2013

To: Great Basin Coordinating Group
Great Basin Coordination Centers

From: Chair, Great Basin Coordinating Group

Subject: Great Basin Operations Specialist Roles and Responsibilities

Please find the follow roles and responsibilities for the Great Basin Fire Operations Specialist for 2013:

Great Basin Coordinating Group

- Serves as the Executive Coordinator for the Great Basin Coordinating Group (GBCG). Facilitator for meetings, calls, and other Coordinating Group business. Coordinates all decisions and correspondence through the GBCG Chairperson.
- Serves as the Great Basin Duty Officer unless MAC is in place at which time is then delegated addition responsibilities along with the following:
 - Serves as the liaison between the GBCG and Great Basin Coordination Centers.
 - Provide assistance to GACCs when requested by the Center Managers for problem solving and decision support
 - Serves as a point of contact for the Center Managers, GBCG, National MAC Group Liaison, and others, as circumstances dictate.
 - Ensures a liaison is assigned from the GBCG to the Great Basin Committees and functions as liaison when one is not available.
 - Monitors Preparedness Levels in consultation with the Great Basin Center Managers paying close attention to up or down trends in Preparedness Level 3.
 - Monitors prescribed and managed fires in higher Preparedness Levels and maintains reports showing activity and resource commitment.
 - Serves as the Great Basin representative on the Geographic Area Coordinating Group Advisory Committee (GACGAC).
 - Collects IMT evaluations and coordinates with GBCG/GB Operations Committee on issues and concerns. Presents outstanding issues with these evaluations at the fall CBCG/Operations Committee meeting.

- Maintains documentation and a historic data base for the GBCG.
 - Provide training for GBCG and local MAC Groups upon request. Update or develop products associated with the MAC group and processes.
 - Assist GBCG and other GB Committee with staff assignments.
 - Manage the IARR pool. Follow up with issues as requested or identified.
 - Attend IMT close-outs as GBCG Representative and follow-up on issues/concerns and brief GBCG on IMT activities and operations.
 - Maintain GBCG Web Site and electronic documentation files which include notes from conference calls, meetings and key decision points.
 - When either GACC is at a PL 3 or higher, work with the EGBCC and WGBCC to coordinate resource allocations and national resource management strategies.
 - Serves as the chair of the CISM committee. Facilitate training and keep a list of individuals available for CISM assignments.
- **In the absence of the Great Basin Operations Specialist the GBCG Chair is responsible for carrying out these duties.**

Multi-Agency Coordinating (MAC) Group Coordinator when MAC is Officially Activated:

- Performs as the primary Great Basin MAC Coordinator responsible for duties outlined in Delegation of Authority.
- GACC Coordinator on Duty (COD) coverage as requested.
- Troubleshoot or assist with issues for GACC's with Incident Management Teams (IMT), identify alternatives and strategies to address concerns with resource shortages, Geographic Area draw down, implementation of actions identified by Preparedness Levels, etc.
- Liaison to National Multi-Agency Coordinating Group (NMAC). Coordinates with Great Basin NMAC Liaison.
- Interface with the National Interagency Coordination Center (NICC) and or other GACC's to resolve issues and concerns.
- Facilitate MAC Call, prepare notes and documentation, and follow up on assigned action items.
- Assist with intelligence gathering issues.
- Develop and review policies/agreements for resource allocation including the NMAC Preparedness Strategy.
- Determine need or support GBCG recommendation for activation of Fire and Aviation Assistance Teams (FAST) and/or Aviation Safety Assistance Teams (ASAT) or GB Oversight Teams and serve as GBCG liaison for the team(s). Coordinate organization of teams and prepare or disseminate findings and reports.

Special Projects:

- Project Lead for the Great Basin Coordination Center consolidation project.
- Assist with Intelligence gather and issues and report to the GBCG Chairperson if any concerns arise.

In addition, GACC Managers are required to notify the Chair of the Chair of the Great Basin Operations Specialist of any of the following:

- Serious accidents/incidents and fatalities.
- Mobilization of IMT's (either within the Great Basin or out of the Geographic Area.
- Change in Preparedness Levels.
- Significant resource shortages/drawdown (i.e., all IHC's are committed; competition exists with other areas for resources, etc.).
- Significant weather events that require pre-positioning of resources from outside the Geographic Area.
- Other issues/concerns that may require GBCG involvement.
- Notice of release or out-side re-assignment of critical high demand resources when either GACC is in Preparedness Level 3 or higher.

These notifications (with the exception of serious accidents/fatalities) may be made via email, text message, social media (Twitter, etc.) or phone call.

If you have any questions, please contact me at 208-373-3851 or Nelda St. Clair at 775-230-4351.

/s/ Michael Morcom